

12 June 1974

MEMORANDUM FOR: Chief, O/DD/I Management Staff

SUBJECT : Reimbursement for Services After Retirement --

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Mrs. [REDACTED] has decided to accept the opportunity offered for early retirement. Because of the very brief amount of time available between this decision on her part and the date by which she must be in a retirement status in order to qualify for the cost of living retirement annuity increase effective July 1974, it will not be possible for her to complete her pending projects and arrange her affairs so that an as yet undesignated replacement can assume her duties.

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I have asked [REDACTED] if she would be willing to return at her convenience during the month of July to help us over the transition period. She has indicated a willingness to do this and I have requested [REDACTED] to arrange for her clearances to be held. This is a matter of urgent and critical concern for us and I request that the necessary contract or other arrangement be made to reimburse [REDACTED] for the time required to perform these services.

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Chairman, COMIREX